



## ❖ CAREER EXECUTIVE ASSIGNMENT ❖

### EXAMINATION ANNOUNCEMENT

Department: Water Resources  
Position Title: Chief, Office of Water Efficiency and Transfers (Level 2)  
Salary Range: \$7,302 - \$8,051  
Final Filing Date: December 3, 2004

#### Duties/Responsibilities:

The Chief, Office of Water Efficiency and Transfers, under general direction of the Director and Deputy Director will plan, organize, direct, coordinate and control the activities of the Office in accordance with applicable laws and regulations, the Governor's Water Policy, and the Department's Strategic Plan. The incumbent will advise and assist DWR management and line organizations in formulating and carrying out State policy and programs, and provide technical support and expertise to agencies and individuals regarding water transfers and water use efficiency issues. Specific programs include water transfers, water conservation, water recycling, desalination, water use efficiency and recycling financial assistance programs, and drainage management. The incumbent will brief and provide input to the Legislature, and interact with various State and federal managers on the implementation, progress, and accomplishments of the Program. The Chief will initiate and implement cost-effective programs with municipalities, water purveyors, and urban and agricultural water users to improve the efficiency of water use and to facilitate effective water transfers. Represent the Department on water conservation, drainage reduction, desalination policy, and water transfer matters with federal, State and local government, the water industry, agriculture, academic institutions, public interest groups, and private associations concerned with water.

#### EXAMINATION INFORMATION:

The examination process will consist of an application, resume and Statement of Qualifications evaluation conducted by a screening committee. The minimum and desirable qualifications listed below will be used as the standard to screen applications. Interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection. The results of this examination will be used to fill the Chief, Office of Water Efficiency and Transfers position. Each candidate will be ranked competitively and notified of their results.

Applicants should take special care in accurately and completely filling out their application by listing all experience relevant to the announcement. Resumes may be attached to the STD 678. **The "Statement of Qualifications" should not exceed two pages in length.** It should describe a candidate's experience, knowledge and abilities relative to the desirable qualifications of the Chief, Office of Water Efficiency and Transfers position. **Specific examples must be provided.** The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY FOR ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

## MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications to compete in this CEA examination:

### EITHER I

Must be a civil service employee with permanent civil service status.

### OR II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990

### OR III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

### AND

All applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following more specific knowledge and abilities.

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and the trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; and the Department's Equal Employment Opportunity Program and the processes available to meet program objectives.
2. Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity Objectives.

The above knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies. (Experience may have been paid or volunteered, in State Service, other government settings or in a private organization.)

## DESIRABLE QUALIFICATIONS:

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

- a. Demonstrated ability to plan and organize activities effectively to facilitate and implement intrabasin and interbasin water transfers and to improve efficiency of water use, water recycling, drainage reduction, and desalination in California.
- b. Demonstrated broad and comprehensive experience in water use efficiency planning and coordination and knowledge of CALFED's Water Transfers and Water Use Efficiency Programs, the Governor's Water Policy and the Department's Strategic Plan.
- c. Experience representing the Department in sensitive and controversial activities related to water transfers, water conservation, drainage reduction and desalination policy matters with federal, State and local government, the water industry, agriculture, academic institutions, public interest groups, and private associations concerned with water.
- d. Experience which demonstrates ability to communicate with, and gain the confidence of policy-level State and Federal officials, local governments, special interest groups, and the general public.

## HOW TO APPLY:

All interested applicants must file a standard State application (STD Form 678) and a two-page "Statement of Qualifications" by the final filing date of **December 3, 2004** to the attention of the Recruitment and Selection Services Manager, Department of Water Resources, P. O. Box 942836, 1416 9<sup>th</sup> Street, Room 320, Sacramento, CA 94236-0001. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.** The application and "Statement" must be received by the final filing date.

Questions concerning this examination process should be directed to Fariba Shahmirzadi, Recruitment and Selection Services Manager at (916) 653-4927.

TDD is a Telecommunications Device for the deaf and is reachable only from phones equipped with a TDD device. [TDD (916) 653-1804].

California Relay (Telephone) Service for the Deaf or Hearing Impaired:

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